

HUMAN RESOURCES SKILLS PROGRAMME OUTLINE

“RECRUITMENT AND SELECTION”

Course fee – R5 616.66

Based on 3 registered unit standards, and has 3 major components:

- Managing the recruitment process, including job profiles, advertising, interviewing and selection
- Inducting new employees into the organization
- Developing a contract of employment for new employees
- Interactive small-group training with hands-on practical experience with an experienced HR practitioner

Unit Standards

US ID	TITLE	CREDITS	NOTIONAL HOURS
12140	“Recruit and select candidates to fill defined positions”	9 credits @ NQF level 5	90
7848	“Manage the induction of new staff”	5 credits @ NQF level 5	50
11907	“Draft an Employment Contract”	3 credits @ NQF level 5	30